

Minutes of Meeting

COVENTRY TOWN FOUNDATION

Tuesday, July 20, 2021

5:30 p.m.

**Due to COVID-19 guidelines, this meeting
was held electronically.**

Board of Coventry Town Foundation:

Leo Piette, Chairman; Deb Tanguay; Rosalie Bowen, Amanda McCormick, Jana Lovejoy, Jean Maxwell

Not Present: Don Whipple

Public Guests: Praneet Menon, resident; Martha Sylvester, resident; Rocky Boucher, resident

1.) Call to Order: Chairman Leo Piette called the meeting to order at 5:32 PM after having noted a quorum of board members.

2.) Approve Minutes:

A motion was made to accept the Minutes of June 15, 2021 meetings as presented. {JM/RB} There was no further discussion and motion carried unanimously.

3.) Public Comments:

Martha discussed the upcoming Coventry Fall Festival that will occur on August 28, 2021. There will be craft fair, food vendors, beer garden, bounce house, corn hole tournament sponsored by the Newport City Fire Department with fireworks ending the night at 9pm. Moo and JJ Country will be LIVE at the event. ETA and Raized on Radio will be playing in Lady Bird Park; as well as the beer garden will be serving from 3pm -9pm. The Town has contracted with ADA Traffic Control and has enhanced the Sheriff patrol for the day. Martha invited the CTF to attend and be a participant at the event. Leo will touch base with Martha after the board discusses in more detail their interest.

Leo welcomed Praneet Menon. Praneet introduced himself and provided information of his family and their new home they just purchased in Coventry. He is looking to participate in town related committees to further his town knowledge in different aspects. Leo explained the CTF board is allowed up to nine (9) board members and the primary goals of the CTF; being resident assistance, community assistance, school

assistance, and education scholarships. Leo will send Praneet a copy of the CTF bylaws and new board member form.

Rocky introduced himself to the board and provided information of his family. His family has been residents of Coventry since 2008 and he has been employed by Columbia Forest Products for 26 years. A motion was made to accept Rocky Boucher as a CTF board member. {JM/DT} The CTF board welcomed Rocky. There was no further discussion and motion carried unanimously.

4.) Treasurer's Report: Rosalie presented the Treasurer's Report. The checking account has approximately \$95k, the money market has \$47k and the investment account totals \$1.6MM. There was not a lot of change in the financials from the previous month. The budget to actual figures continue to be lower due to the Covid pandemic and the reduction in requests. Journal entries were recorded to reflect investment fees and monthly activity in the investment accounts. A motion was made to accept the financials as presented. {JM/DT}. There was no further discussion and motion carried unanimously.

A motion was made to provide accounting records to Eva Hayes Accounting for the preparation of the CTF financial statement and tax return. {JM/DT} There was no further discussion and motion carried unanimously.

The following issuance of payments were approved:

- Rosalie Bowen – \$50.00 – for Bookkeeping service for July. {JM/DT}
- Coventry Senior Meals – Deb Lucas, Director - \$200.00 – Support Senior Meals Program. Deb presented paid receipts for invoices of purchased items needed for Senior Meals Program and was reimbursed. {JM/DT}

A motion was made for Rosalie to fund Deb Lucas (Coventry Senior Meals Director) for \$250.00 per month for the next six (6) months. {JM/DT} The motion was amended to change the timeframe to one (1) year versus six (6) month timeframe. {JM/DT} Amendment motion carried unanimously. A motion to amend the main motion for Rosalie to fund Deb Lucas (Coventry Senior Meals Director) for \$250 per month for the next twelve (12) months. {JM/D} There was no further discussion and motion carried unanimously.

5.) Investments: No discussion – refer to Treasurer's Report.

6.) Scholarships:

Leo received 9 previous mailed packets back in the mail and will coordinate with Jana to bring them to her for review. The CTF received six (6) new student applications.

Jana will obtain more information on a Coventry student's schooling and will report back to the CTF at the next meeting.

7.) Grant Requests:

- Personal Grants – A personal grant was received from a Coventry resident for assistance with utilities. A motion was made to provide payment to the Coventry Fire District #1 on behalf of a Coventry resident for utility assistance up to the maximum amount allowed per CTF policy. {JM/DT} There was no further discussion and motion carried unanimously.

A personal grant was received for property tax assistance. The CTF policy does not allow grant funding for this assistance. Leo will let the Coventry resident know the application can not be approved due to CTF policy guidelines.

A personal request was received for grant funding of sport program. Leo will send the resident the application form for completion.

A personal grant request was received for assistance with additional schooling. Additional information is still required and Leo will request from the individual.

- Education Grants – None

- School Grants – None

- Community Grant – Senior Meals allocation, refer to Treasurer Report section of these minutes.

Deb Lucas requested a \$350 Community Grant for general liability for use of the Coventry Community Center in providing the Senior Meals program. Rosalie abstained her vote as this is a direct conflict with her employment. A motion was made to pay Taylor Moore Agency \$350 for Deb Lucas's general liability policy for use of the Community Center in providing senior meals. {JM/DT} Rosalie confirmed the insurance coverage was OK. There was no further discussion and motion carried with one abstain.

8.) CTF Branding and Logo: No update.

August 19th – Thursday for next meeting..

9) Miscellaneous:

Next Meeting will be held Thursday, August 19th versus the typical Tuesday night.

Don Whipple submitted his resignation to the board. The CTF regrets the acceptance of his letter and thanks Don for his many years of service and dedication to this board. His knowledge and assistance has been a great asset to the success of the CTF program.

The CTF board will discuss the coming back to “in person” meetings in August and will decide.

A motion was made to sponsor the face painting at the Coventry Fall Festival event in the amount of \$500. {JM/DT} Leo will contact Martha. There was no further discussion and motion carried unanimously.

10.) Adjournment: There was a motion to adjourn the meeting at 7:07 PM {JM/DT}. There was no discussion and motion carried unanimously.

Leo Piette
Chairman, Board of Coventry Town Foundation

Deb Tanguay, Secretary